

25 March 1960

MEMORANDUM FOR: Members of the Education Committee

SUBJECT : Item for Consideration

1. The Committee meeting of 24 March considered many facets of the Training Report form but was not able to reach a complete closure in order to make any recommendation to DTR.

2. Attached to this memo is a form which appeared as close to acceptance as any other format considered in this meeting. It is requested that you show this form to your colleagues in the school you represent and obtain their reaction as to its acceptability. It is expected that, for some courses, one sheet would not suffice and additional sheets pertinent to the needs of the course may be added.

3. At the next committee meeting it is hoped that a training report form(s) may be agreed upon and recommended to DTR.

4. [REDACTED] made an after-the-meeting suggestion that a form like this be submitted to a sampling of customers to determine its degree of acceptance and/or other items that they consider essential for inclusion. This will be done and it is hoped that the results will be made available at the next committee meeting.

Educational Specialist

Attachment:  
Training Report Form